#### ADMINISTRATIVE - INTERNAL USE ONLY

11 February 1987

MEMORANDUM FOR:	Deputy Director for Administration	
FROM:	Director of Information Services	STAT

1. The Regulatory Policy Division (RPD) currently has 148 regulatory proposals in process, fifty of which were received since the first of January 1987. Of the 50 proposals, 18 have required priority handling.

OIS Weekly Report (5 - 11 February 1987)

SUBJECT:

- 2. Representatives from the Information Resources Management Division (IRMD) and the Directorate of Intelligence Information Management Officer (DI/IMO) met with several office representatives to continue discussions on the DI Information Services Center (ISC) planned for the new Headquarters Building. Emphasis was placed on the need to identify all the support, space, and equipment that will be needed.
- 3. Representatives from the Office of Communications/Office of Logistics Information Services Center met with a representative from the Office of Information Technology to discuss problems experienced with the communications circuit during the recent snow storms. Certain procedural changes were agreed upon to prevent reoccurrence.
- 4. The Information Resources Management Division will conduct a records disposition course for Office of Communications personnel on the 17th and 27th of February. All of the speakers will be drawn from IRMD.
- 5. The Agency Forms Manager, assigned to IRMD, received a priority request from the Office of Personnel for two new forms concerning the Thrift Savings Plan. All necessary coordination is complete and the forms have been delivered to the Printing and Photography Division for printing and distribution.

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- 6. Chief, IRMD chaired the fifth meeting of the Agency Electronic Information Control Task Force. Representatives from the General Services Administration (GSA) gave a briefing on GSA's project to develop electronic record-keeping guidelines to aid federal agencies in examining their electronic information management programs.
- 7. The Agency Security Classification Officer, assigned to IRMD, attended a meeting of the Information Security Committee (ISCOM) of the Interagency Group/Countermeasures (Policy) (IG/CM (P)). Information security issues and vulnerabilities identified in the PRESIDENT'S REPORT TO CONGRESS ON THE NATION'S COUNTERINTELLIGENCE and SECURITY COUNTERMEASURES PLANS, PROGRAMS and CAPABILITIES were identified as appropriate for ISCOM to address.
- 8. The response to a recent IRMD memorandum urging Agency Information Management Officers to hold classification briefings is encouraging and several such briefings have been scheduled throughout the Agency.
- 9. The Agency Archives and Records Center sent 76 cubic feet of OSS records to the National Archives and Records Administration.
- 10. The backlog of initial FOIA/PA requests now stands at 1149. This compares with 1542 one year ago and 2819 two years ago. Stephen Engelberg, Washington Bureau of the NEW YORK TIMES, has requested all records "relating to the Iran initiative by the United States." For our convenience, he asks that we "first provide documents declassified for use by" Special Counsel Lawrence Walsh, HPSCI, SSCI, or the House and Senate Select Committees on Iran." He was informed that "pursuant to consultation with the Office of Special Counsel release of the records would interfere with a pending law enforcement proceeding and must be withheld pursuant to FOIA exemption (b)(7)(A)." The Information and Privacy Division report is attached.

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Attachment

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# ADMINISTRATIVE-INTERNAL USE ONLY

11 February 1987

Deputy Director for Administration MEMORANDUM FOR:

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT:

IPD/OIS Weekly Report (4 - 10 February 1987)

1.	The Week in Review	4 - 10 Feb 87	1987 Weekly Average
	a. New cases	84	45.0
	b. Cases closed	86	48.9
	c. New appeals logged	1	1.2
	d. Appeals closed	2	2.3
	e. Manpower (man-weeks)	94.8	88.4

### 2. Current Backlogs

- a. Initial requests 1149
- Requests in administrative appeal 159 b.
- Requests in litigation 52

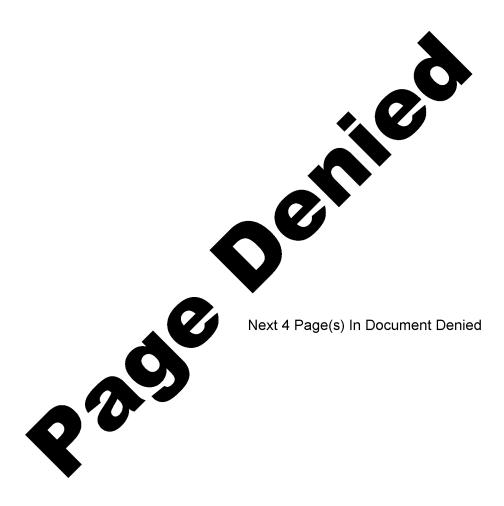
#### Spotlighted Requests 3.

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# ADMINISTRATIVE-INTERNAL USE ONLY

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# ADMINISTRATIVE INTERNAL USE ONLY

10 February 1987

MEMORANDUM FOR:

Director of Information Services

FROM:

Chief, Classification Review Division

SUBJECT:

CRD Weekly Report, 3 February 1987 - 10 February 1987

CRD wrote a two-page paper titled "A Brief History of the Historical Review Program" for possible use by the Acting DCI in his nomination hearings before Congress. As a program that originated in correspondence between Director Casey and head of the SSCI Senator David Durenburger and was mandated by Congress, the Director of Information Services wanted to be sure information on this subject was available to the Acting DCI in case questions about it should arise.

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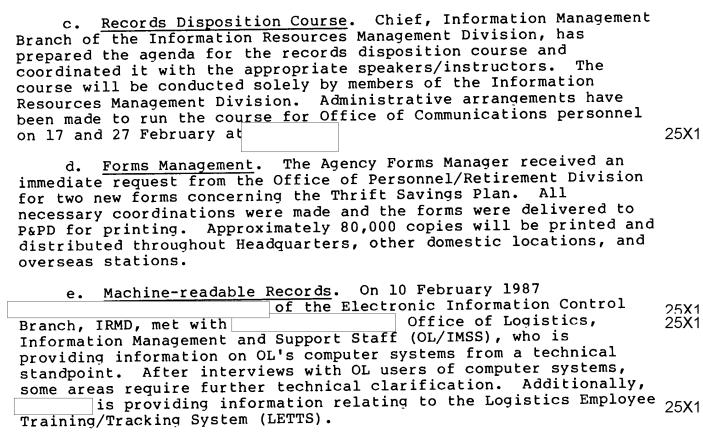
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C/CRD

ADMINISTRATIVE INTERNAL USE ONLY

10 February 1987

MEMORANDUM FOR:	Director of Inf	formation Se	ervices			
FROM:						25X1
r rom:	Chief, Informat Management Divi		es			
SUBJECT:	IRMD Weekly Rep	oort (4 - 10	) Februar	y 1987)		
WORK IN PROGRESS						
	Clas	ssification	Manageme	ant Branc	h (CMB).	25 <b>X</b> 1
IRMD, forwarded of Administration To Secret Control Administration to held documents.	written instruct op Secret Contro utomated Data Sy Following TSCAD	tions to the ol Officer /stem (TSCAI OS data entr	e Deputy (TSCO) fo OS) infor ry by the	Director or updati mation of TSCO, a	for ng Top n O/DDA n audit	20/(1
of O/DDA Top Sec addition, Privacy Division into TSCADS for	ret handling pro is providing (IPD) TSCO on p	ocedures wil g assistance procedures i	ll be sch e to the for recon	neduled. Informat ding inf	In ion ormation	25 <b>X</b> 1
SIGNIFICANT ITEM	S/EVENTS					
a. <u>New Inf</u> Information Serv	ormation Service	es Center. C) of the I	nformatio	on Resour	Chief, ces	25 <b>X</b> 1
Management Divis Management Offic Management, Plan Research, Office of East Asian An Analytic Support DDI/Information	<pre>ion (IRMD), and er, met with rep ning and Service   of Near Eastern alysis, and Off:   to continue dis</pre>	presentative es, Office n and South ice of Curr scussions o	DDI/II es from I of Scien Asian Ai ent Produ n the pro	nformation DDI/Officatificand nalysis, uctionan oposed	n e of   Weapons Office   d	25X1
Building.  need to complete requirements in	the identifica	Chief/DDI/I tion of sup	MPS re-ei port, spa	mphasized ace and e	the quipment	25 <b>X</b> 1
Communications a met with a repre General Operatio communications cof the meeting,	sentative from ( ns Group to disc ircuit during the Chief/OC/OL-ISC	gistics ISC Office of I cuss proble he recent s has agreed	and ISC nformations ms exper now store to assu	staff me on Techno ienced wi ms. As a	mbers logy, th the result	2574
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						25X1



f. Electronic Information Control Task Force Meeting. Chief/Electronic Information Control Branch 25X1 Chief/IRMD, led the fifth meeting (EICB) of IRMD, and 25X1 of the Electronic Information Control Task Force. The meeting was conducted on 4 February 1987 in 1D35, Headquarters Building. of the invited speakers were 25X1 General Services Administration (GSA), who briefed on the GSA's Electronic Recordkeeping Project. The GSA project resulted from a GSA-convened interagency task group formed to explore the impact of office automation on the Federal work environment. The purpose of the project is to develop and publish electronic recordkeeping quidelines including a Federal regulation, a how-to-do handbook, and a self-inspection guide to aid agencies in examining their electronic information management program. It is believed that continued contact with GSA to discuss the data obtained during their interviews with 58 agencies will be useful to the task force.

A 9 February 1987 meeting of the Electronic Information
Control Task Force was presided over by Chief/IRMD, and 25X1
, Chief/EICB/IRMD. Task force members reviewed 25X
the presentations provided by external speakers, identified agency

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members interested in a trip to the National Security Agency to discuss further their office automation system development, and discussed strategy as to how to proceed for the remainder of the task force.

- NATO Security Procedures. The annual inspection of Agency NATO handling procedures took place on 4 February and showed the Agency to be in full compliance with NATO information security procedures. The Chief, Document Accountability Section (DAS)/CMB/IRMD serves as the Agency NATO Control Officer. All federal agencies handling classified North Atlantic Treaty Organization (NATO) material must adhere to USSAN Instruction 1-69, Implementation of NATO Security Procedures and, in order to insure compliance, the Department of Defense (DoD) Central United States Registry performs annual inspections.
- h. Security Classification Briefings. of CMB briefed the Administrative Law and Management Support Divisions of the Office of General Counsel (OGC) as part of the ongoing security classification briefing program presented by the Classification Management Branch (CMB). The briefing also provided an opportunity for secretaries and officers to discuss security classification procedures and problems.

The response of Agency Information Management Officers (IMO) to CMB's recent memorandum urging IMO's to schedule classification briefings in their components is encouraging and, as a result, security classification briefings are being scheduled in a number of offices throughout the Agency.

- i. , Chief, CMB, attended a meeting of the Information Security Committee (ISCOM) of the Interagency Group/Countermeasures (Policy) (IG/CM (P)) on 3 February. Information security issues and vulnerabilities identified in the President's Report to Congress on the Nation's Counterintelligence and Security Countermeasures Plans, Programs and Capabilities and from the Senate Select Committee for Intelligence (SSCI) Report were identified as appropriate tasks for ISCOM action and further reviewed for government-wide adoption. A report of findings will be submitted by ISCOM to the IG/CM(P) by 1 April 1987.
- j. Records Center Activities. Another shipment of OSS records (76 cubic feet) was sent to National Archives and Records Administration (NARA) this week.

25**X**1

25X1

25X1

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Records Cen activities during the	e week:
RAMS:	Made 23 additions, 10 deletions and 2 changes.
ARCINS:	Jobs received/edited: 13. Jobs keyed: 16 consisting of 677 entries.
Accessions:	Received 18 jobs totalling 147 cubic feet.
References:	Serviced 3,035 requests for records.
Disposition	s: Transferred 270 cubic feet of material to the hammermill.
Special Run	: One to OIS.

## SCHEDULED EVENTS

interviews with Office of Log	of EICB/IRMD are scheduled to February 1987 where they will conduct istics, Supply Division (OL/SD) four known computer data bases used at	25X1 25X <sup>2</sup>
		25X
b. The secure line tele Office has been rescheduled f The meeting will focus on the	ephone meeting in the Engineering For Thursday, 12 February, at 0930. Engineering the installation of the fibre optic line	25X
and the other problems being particular.	experienced at and the A&RC in	25X1
		25 <b>X</b> 1

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10 February 1987

FROM:  SUBJECT:  1. RPD is of weeks total. It reporting period,	is particularly notewor	y Division, OIS ion Activities	.8
3. Priority the 25th Anniver (DS&T). In additachievements of anniversary cere February 1987 who	y processing was provide sary Celebration of the tion to the scientific, the DS&T that will be on mony will be held in the ich will be attended by	ed for an employee bulletin an Directorate of Science and Te technological, and analytical display at headquarters, a 2 Headquarters Auditorium on I former Deputy Directors and Ced by a reception in 1C and 1E loyees.	echnology L 25th L9 Office
initiated by the the Agency's inf their thoughts a this increasingl	Office of the Executive ormation technology polind suggestions on how the important area. The bathe Information Systems	rovided to an employee bullets Director, to inform all employ and to invite them to contine Agency can best achieve its bulletin included a broad set Board has adopted to guide thand communications networks.	loyees of tribute s goals in of
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